

## 2019-2020 VOLUNTEER APPLICATION

Volunteer: Any individual desiring to work directly and/or regularly with children or youth at Plymouth Christian Academy.

DATE \_\_\_\_\_

- First time applicant – Please complete sections 1, 2, and 3
- Returning applicant – Please complete section 1 and 3
- I have read and agree to abide by the 'PCA Volunteer Policy & Guidelines' and 'Code of Conduct' and will support the school's 'Statement of Faith' (see below or [www.plymouthchristian.org](http://www.plymouthchristian.org)).

### Section 1

Mr.  Mrs.  Ms.

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Last First Middle

OTHER NAMES BY WHICH YOU MAY HAVE BEEN KNOWN, (i.e., maiden name)

\_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

LIST PCA STUDENTS TO WHOM YOU ARE RELATED:

\_\_\_\_\_

IN WHICH CHILD/YOUTH SCHOOL PROGRAM ARE YOU SEEKING TO BECOME INVOLVED?

\_\_\_\_\_

EDUCATION (Educational background, degrees, special skills) \_\_\_\_\_

\_\_\_\_\_

EMPLOYMENT (if applicable)

Current Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_  
(Street / P.O. Box) (City, state, zip)

Current Job Title \_\_\_\_\_ Dates of Employment? \_\_\_\_\_

Do Current Job Duties include interacting with children?  Yes  No

WHAT OTHER CHILDREN/YOUTH WORK EXPERIENCE DO YOU HAVE? (Please list any organizations or programs)

\_\_\_\_\_

**SECTION 2**

**Have you at any time ever:**

- Been arrested for any reason?  Yes  No
  - Been engaged in, or been accused of any child molestation, exploitation, or abuse?  Yes  No
  - Been convicted of, or pleaded to no contest to, any crime?  Yes  No
  - Been convicted of any offense listed on Attachment 1?  Yes  No
  - Are you currently under indictment or arraignment for any offense listed on Attachment 1?  Yes  No
- (\*see below or [www.plymouthchristian.org](http://www.plymouthchristian.org) Volunteer Application for list)

If the answer to any of these questions is "yes," please explain in detail:

\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES: *First time applicants only:***

**1) First & Last Name/Relationship:**

\_\_\_\_\_ / \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**2) First & Last Name/Relationship:**

\_\_\_\_\_ / \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Section 3**

**Applicant Verification and Release**

I recognize that the organization to which this application is being submitted is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information I have provided is absolutely true and correct. I authorize the organization to contact any person, employer, or entity listed in this application, and I further authorize any such person or entity to provide the organization with information, opinions, and impressions relating to my background or qualifications. I acknowledge that my volunteer service is at the discretion of PCA and may be suspended, rescinded or revoked by PCA at any time for any reason.

I voluntarily release the organization and any such person or entity listed herein from liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a criminal background investigation. If I am selected for Plymouth Christian Academy's Volunteer Program, I agree that my service is voluntary and I will not be considered an employee or independent contractor of PCA. I further acknowledge that I have no expectation of remuneration or other compensation for performing any services and no promises of compensation or remuneration were made by PCA to me.

I have carefully read the policy and guidelines of the organization, and I agree to abide by them and I agree to protect the health and safety of the children and youth of Plymouth Christian Academy at all times.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

# GUIDELINES FOR VOLUNTEERS

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## **OUR MISSION:**

Plymouth Christian Academy, in partnership with parents, educates students from a biblical worldview and equips them for a lifetime of learning, leadership and service.

## **OUR VALUES:**

We make decisions based on what is in the best interest of all **students**.

We uphold **honesty** and **integrity** from a **biblical perspective** as our guiding principles.

We support the school's **Statement of Faith**.

We treat one another with **respect**.

We set **high expectations** and desire quality performance.

We take **responsibility** for our actions and are **accountable** for the results.

We foster a **safe, orderly, Christ-honoring** environment.

We value **diversity** and the strength of individual differences.

We provide a **positive**, caring and supportive climate.

We work as a **team** to accomplish our mission.

## **OUR RESPONSIBILITY:**

The work of volunteers is essential to the successful accomplishment of the school's mission. The management policies and procedures employed to supervise the work of volunteers must be in keeping with the mission. Therefore, in selecting individuals for volunteer positions, only persons who support the mission of Plymouth Christian Academy will be recruited.

## **OUR OBJECTIVES AND PROCEDURES:**

Plymouth Christian Academy desires to make its educational environments free from abuse for all students. To achieve this goal in its educational programs, the following objectives and procedures have been developed for implementation at PCA.

- 1) It is the responsibility of Plymouth Christian Academy to select, screen and manage trustworthy individuals to fill volunteer positions at PCA.
- 2) PCA will take reasonable steps to safeguard children engaged in school-sponsored activities by choosing individuals with high spiritual and moral backgrounds as leaders and participants in programs for students.
- 3) PCA believes that it is important to take these decisive steps to ensure that to the best of their ability, the school and the programs it sponsors are safe and provide a joyful experience for children and youth.
- 4) All volunteers should submit to a screening procedure that will include the completion of a signed Volunteer Application.
- 5) The information received concerning individuals who volunteer their services will be maintained on a confidential basis at all times by Plymouth Christian Academy.

## **OUR VOLUNTEERS:**

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*Parent volunteers are very important to the education of students at Plymouth Christian Academy!*

PCA volunteers have a vital role in our day-to-day operations. Our volunteers are highly respected and trusted by our students, and are generally viewed as "authority figures" by the children. Our school has high standards and expectations for all areas of your child's education, and we have established guidelines to assist all of us in maintaining those standards.

## **BEFORE YOU BEGIN VOLUNTEERING:**

All volunteers who regularly and directly work with students, including those who go on field trips, must complete the volunteer application process and go through a background screening process prior to starting any volunteer activity at the school. The Volunteer Application Form is available in the school office. All information is confidential.

## **VOLUNTEER CODE OF CONDUCT:**

- You are responsible to sign in when you enter the school and sign out when you leave.
- Wear the Visitor I.D. provided for you throughout your visit.
- Serve as a positive role model.
- Maintain confidentiality of any information regarding a student's academic progress, behavior, or school-related incident or medical information.
- Stay calm in emergencies.
- Be warm, friendly, and courteous at all times.
- Do your best to keep your commitment to the volunteer program and be on time.
- If you can't come, please call the school, 734.459.3505 x3158, and leave a message.
- A neat and clean appearance is encouraged. Dress appropriately for the school setting and task.
- As a volunteer, you will be a part of the staff. All students should treat you with respect and you shall treat students with the same respect.
- Smoking and drinking alcohol is not allowed in our building, on our campus or in the presence of students.
- Loss of temper and use of inappropriate language is not acceptable.
- Volunteers are not to counsel students on such topics as religious beliefs, sexual topics, family relationships, personal hygiene, or moral issues. Any issues must be directed to school personnel.
- Volunteers must refrain from talking about teachers to students or discussing school problems on field trips or in the presence of students.
- In an effort to limit distractions in the classroom, a preliminary meeting or phone conversation with the classroom teacher and volunteer should be conducted regarding duties to be performed.
- Volunteers should be supportive of goals and objectives of the school and promote safety among all students.
- All volunteers will deal with PCA students in a gentle manner. Please do not grab the arm of a student to get their attention. In addition, please keep hugs brief and "shoulder-to-shoulder" or "side-to-side" rather than directly from the front. When taking students to the restroom, please stand outside the restroom and wait for the student.
- Volunteers may not administer prescription or over-the-counter medications to students at any time.
- Discipline problems should be directed to the attention of an available staff member or administrator immediately.
- Volunteers are prohibited from bringing any drugs or weapons to any school sponsored activity or onto school property.
- Volunteers will review and act in accordance with the Statement of Faith, Volunteer Policy, Emergency Procedures, and any applicable sections included in the Elementary and Secondary Handbooks.

***We look forward to working together with you this year to give your children the best education possible in a caring – as well as safe, orderly, and Christ-honoring environment!***

## **SCHOOL VOLUNTEER POLICY**

The following school volunteer policy is designed to help us sustain the safe, orderly Christ-honoring school environment that is expected by the parents, students and staff of Plymouth Christian Academy. All potential volunteers desiring to work regularly with children or youth at Plymouth Christian Academy, pre-school through twelfth grade, must complete the volunteer application.

1. All volunteers will be given the written guidelines and procedures which include the following: The importance of not disrupting classroom instruction, information regarding safety issues, fire drills, tornado drills, personal decorum, instructional issues, school policies, protocol, and confidentiality.

2. To indicate their areas of interest, volunteers are required to complete the Volunteer Application and agree to abide by the school's Statement of Faith, Volunteer Policy and Guidelines and to "Serve wholeheartedly, as if you were serving the Lord, not people, because you know that the Lord will reward each one for whatever good they do, whether they are slave or free." Ephesians 6:7-8. As with all other building staff members, the final decision for placement rests with the administrative team.
3. Understand that discipline is the teacher's responsibility. Maintain order when assisting the children, but refer discipline problems to the teacher.
4. Field trips are scheduled as part of the instructional day. The school volunteer policy applies to these activities with the same standards and expectations for field trip volunteers as we have for other school volunteers. Please be aware that we are often unable to provide transportation for field trip volunteers. You should also understand that volunteers may not be needed for some field trips. The final decision made by the administrator in these matters will prevail.
5. Be familiar with Emergency Procedures as specified in Volunteer Guidelines.
6. Be healthy and free of communicable diseases. If you are ill, please stay home.
7. Understand when volunteering that discussion of confidential matters and criticism of the school staff, pupils and programs is inappropriate and unacceptable.
8. Know that a professional must do the evaluation of a child's learning and it is not a volunteer's responsibility to judge student competence.
9. Support your school. If you have concerns or if others come to you with criticisms or complaints, encourage them to go directly to an administrator.
10. Find ways to establish a high quality rapport with children and staff by:
  - Being warm and friendly
  - Maintaining a sense of humor
  - Staying calm in emergencies
  - Keeping your commitment
  - Displaying a positive, supportive and flexible attitude
11. All volunteers will deal with PCA students in a gentle manner. Please do not grab the arm of a student to get their attention. In addition, please keep hugs brief and "shoulder-to-shoulder" or "side-to-side" rather than directly from the front. When taking students to the restroom, stand outside the restroom and leave the door open.

*In consideration of being allowed to volunteer and for other valuable consideration, I (including my heirs, dependents, administrators, agents, and assigns) agree to waive, hold harmless, release and discharge Plymouth Christian Academy from any and all liability, suits, causes of action, damages, demands, or claims, known or unknown, that I (or those claiming under me) may now have or incur in the future, resulting or arising in any way, directly or indirectly, from my participation as a volunteer, including but not limited to, all claims for personal injury, property damage, emotional or mental harm, or any loss whatsoever caused by any action or inaction, negligence, or other conduct by PCA or its agents, except for any physical injuries caused solely by the gross negligence of employees of PCA.*

## **VOLUNTEER PROGRAM 2018-2019**

*This list is intended to provide various examples of volunteer activities and is not all inclusive.*

- 1) Any elementary or secondary classroom volunteers, speech coaches, room parents, helpers, school store staff, judges, market day, fall auction, fund-raisers, special projects, field trip volunteers, etc.
- 2) Anyone volunteering for the athletic department, ticket sales, concession stands, field days, fun run, coaches, drivers, etc.
- 3) Volunteer office staff, special projects, desk coverage, computer work, lunchroom helpers, playground helpers, service projects, spelling bee, math events, library helpers, art presenters and special days.

**\*Offenses (referenced on page 2 of Application):**

- Accosting, enticing, or soliciting a child for immoral purposes.
- Involvement in child sexually abusive activity or material.
- A third or subsequent violation of any combination of engaging in obscene or indecent conduct in public, indecent exposure, or a local ordinance substantially corresponding to either offense.
- First, second, third, or fourth degree Criminal Sexual Conduct (CSC) or assault with intent to commit CSC.
- If the victim is less than 18 years of age, the crime of gross indecency (except for a juvenile disposition or adjudication), kidnapping, sodomy, or soliciting another for prostitution.
- Leading, enticing, or carrying away a child under 14 years of age.
- Pandering. Any other violation of a state law or local ordinance constituting a sexual offense against an individual less than 18 years of age.
- An offense committed by a sexually delinquent person.
- An attempt or conspiracy to commit one of the offenses listed above.
- Any offense under the laws of the United States, or any other state, or any other country, tribal or military law that is substantially similar to a listed offense.
- Felonious assault on a child, child abuse in any degree, or an attempt to commit child abuse in any degree.
- Cruelty, torture, or indecent exposure involving a child.
- Delivery of a narcotic to a minor or student or within 1,000 feet of school property (333.7410)
- Breaking and entering (750.115)
- Knowingly allowing a minor to consume or possess alcohol or a controlled substance at a social gathering (750.141a)
- Accosting, enticing, or soliciting a child for an immoral purpose (750.145a)
- Assault; assault and battery (750.81)
- Assault; infliction of serious injury (750.81a)
- Selling or furnishing alcohol to a person less than 21 years of age (436.33)
- Manufacturing / delivering controlled substance (7401(2)(a)(a)(1))
- Recruiting, inducing, soliciting or coercing minor to commit a felony (333.7416)
- Assault with intent to commit murder (750.83)
- Assault with intent to rob and steal armed (750.89)
- Attempt to murder (750.91) First degree murder (750.316) Second degree murder (750.317)
- Armed robbery aggravated assault (750.529)
- Misdemeanor – Delivery of a narcotic to a minor or student or within 1,000 feet of school property (333.7410)

## **STATEMENT of FAITH for PLYMOUTH CHRISTIAN ACADEMY**

### THE HOLY SCRIPTURES

We believe that all Scripture is given by divine inspiration of God and that this divine inspiration extends equally and fully to both the Old and New Testaments (II Timothy 3:16). They are complete and are the supreme, final authority in faith and life (Mark 12:26, 36).

### THE GODHEAD

We believe that God, the Supreme, Eternal, and Unchangeable One has revealed Himself in Three Persons: the Father, the Son, the Holy Spirit and that these three are one God (John 10:30); having the same nature, attributes, perfections and commanding the same worship, confidence, and obedience (II Corinthians 13:14).

### THE LORD JESUS CHRIST

We believe in the deity of Jesus Christ (John 1:1, 2, 14; 10:30), that He was begotten of the Holy Spirit (Matthew 1:20), and born of the Virgin Mary (Matthew 1:21) and is very God and very man (Colossians 1:15). We believe that His death on the cross was substitutionary and representative (Romans 5:6-8), and sufficient payment for the guilt of all men (Romans 6:10, 14, 17, 18). We believe that He was raised from the dead in bodily form (Matthew 28:5-7) and ascended into heaven (Acts 1:9-11) where He lives to make intercession for us (Hebrews 7:22-25). We believe in the personal, bodily and pre-tribulation return of our Lord Jesus Christ for His Church (I Thessalonians 4:13-18; Revelation 3:10), and after the Tribulation, His return with the company of the redeemed to judge the nations (II Thessalonians 1:6-10) and establish a worldwide kingdom of righteousness and peace (premillennial, Revelation 11:15-19).

### THE HOLY SPIRIT

We believe in the divine personality of the Holy Spirit (John 14:16; 15:26) that He represents the Lord Jesus Christ in His absence (John 16:13, 14), and that His ministry consists of convicting the world concerning sin, righteousness, and judgment (John 16:8-11) and that He is the source and power of all acceptable worship and service (John 15:26, 27). We believe that He takes up His residence within the believer at the moment of salvation (I Corinthians 6:19), baptizes the believer into the Body of Christ (I Corinthians 12:13), teaches scriptural truth (John 14:26) and enables the believer to live a godly life (Galatians 5:22, 23).

### CHURCH

The Universal Church, which began at the day of Pentecost and will continue to the Rapture, is made up of born again believers. At the Rapture, Christ, who is the Head of His Church, will come to take away His Bride (I Thessalonians 4:16, 17). The Holy Spirit baptizes each believer at conversion into His Church, the Body of Christ (I Corinthians 12:13), and imparts to each believer a certain gift or gifts for His service (I Corinthians 12:11). The Universal Church is instructed to allow the Holy Spirit to produce His fruit both collectively and individually so that the unsaved will see the transformation of their lives as well as hear the claims of our Lord Jesus Christ presented as mankind's only hope of salvation.

### ORDINANCES

We believe that the Lord Jesus Christ has committed two ordinances to the local church: Baptism and the Lord's Table (Communion). We believe the obedient believer publicly identifies with the Lord's death, burial and resurrection (Romans 6:3-11) by immersion in the water in the name of the triune God (Matthew 28:19, 20). We believe that the Lord's Table was instituted by Christ (Matthew 26:26-29) for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of our Lord Jesus Christ. (I Corinthians 11:23-26)

### SALVATION

We believe that our salvation is solely by the grace of God, through personal faith in our Lord Jesus Christ. It was not accomplished by anything we have done (Ephesians 2:8, 9). We believe that Jesus Christ paid the complete penalty for all the sins of mankind through the shedding of His blood on the cross of Calvary (I Peter 1:18-20; 2:24). We also believe that the salvation of all believers is sealed by the Holy Spirit (Ephesians 4:30), and is so secure that nothing can separate the believer from the love of God (Romans 8:35-39).

### MAN

We believe that man was created in the image of God by a direct act of creation (Genesis 1:26, 27); that he sinned (Genesis 3:6) and thereby incurred not only physical death, but also spiritual death, which is separation from God (Romans 6:23). As a consequence of this disobedience, all mankind is declared by God to be totally depraved, having inherited a sinful nature and having become sinners in thought, word and deed (Romans 3:10-23). We believe that there is the absolute necessity of the new birth for an individual's salvation (John 3:3, Galatians 3:22).